

REQUIRED DOCUMENTATION

Following is a list of the documentation that must be at the facility for review. It is suggested that there is a file for each caregiver, a file for each child, and a file for other documentation needed for licensing. You can copy each of the following charts and attach it to the front of the file and check off the documentation as you include it in the file.

E-----

CAREGIVER RECORDS
' Health Evaluation
' Tuberculosis screening results — initial
' Current Food Handler's Permit
' Current First Aid and CPR certification
' Training Hours
' BCI screenings
' Orientation Training (second caregiver, substitutes, volunteers)

E-----

CHILDREN'S RECORDS
' Admission Agreement
' Immunization records (pink cards)
' Health History with yearly updates
' Medication Releases and Records
' Accident/Incident Reports

E-----

OTHER DOCUMENTATION
' Six months of child attendance records
' Emergency and Disaster Plan
' Policies about tobacco, alcohol, drugs, and sexually explicit materials
' Log of Fire and Disaster Drills
' Three months of menu substitutions
' Local health department inspections
' Animal immunizations
' Variance approvals